

CTU Online Anytime User Guide (work in progress)

Orientation

Start Here

After you log in, you will land on the Home page, called Start Here. From this page, you can move in all directions so if you are ever lost, return to Start Here. This page is the initial access to the modules also includes important links to Resources.

Navigation Bar

The left-side Navigation Bar can be opened or collapsed from any page using the three-bar orange menu icon. Paths are opened and followed by using the white arrow toggles. Once you get oriented, it will provide a shortcut to view modules and units at various levels as well as checking on your progress.

Menu Bar

A detailed Menu Bar can be opened up on the right with the orange arrow. You can open it to check module status, then close it while watching modules to optimize the video player.

Dashboard

The modules are organized visually in learning units by installation category: Prep, Set, Grout and Care plus Value. Standard modules consist of a short video course followed by a five-question quiz. The Unit pages contain the module topics and function as your dashboards. Click on the module name or photo to begin watching or hover over the module to show the 0-100% progress bar for each course.

E-learning Courses

Viewing modules

The videos will begin playing automatically once you click on them. Options at the bottom of the player window will allow you to pause, go back 10 seconds, adjust volume, note time signature, access settings and view full screen on small mobile devices. (If you have issues with your connection speed or buffering, reduce video resolution with the settings icon.)

Each full module includes a pop quiz that provides options and the correct answer. Viewing each module will earn 50% credit when the **Next** button below it is activated. This will also automatically move you to the Quiz for each module. Before hitting Next and taking the quiz, or at any point before or during the

video, you have the option to view and download a Key Takeaways page that outlines content within the module.

Quizzes

Standard quizzes are five questions each and are worth five points towards your overall total score. During the quiz, you can go back and change any answer, but you can only take the quiz once. It is better to guess than skip if you are unsure. Correct answers will be shown if you miss any of the questions.

Once you submit answers and complete review of your results, you can click on Up Next to take you to the next module in order. Completing the quiz will bring you to 100% credit for the module, plus you have the opportunity to earn points. The Final Exam has 10 questions and is worth 20 points.

Points

After each quiz, you will have the option to view a User Report with the scores for all quizzes within that unit, or an Overview Report showing scores by unit. Points earned can also be viewed from the navigation bar.

Badges

When you complete the module, you will also receive a badge. Badge notifications appear at the top of the screen at the bell icon and you can view badges via the navigation bar or menu bar.

Summary

The goal: view modules, take quizzes, rack up points and start the next module. Rinse, repeat and **have fun!**

Still have questions or problems with the CTU OA program? Please submit them via email to:
ctuonline@cbpmail.net